

# NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

March 1995

Issue #13

## **MACS-E NEWS**

### **NEW SCREENS**

By popular demand additional information has been added to the OION and the OVNO screens. Check them out -- we're sure you'll be pleased.

### **HANGING INVOICES**

"Hanging invoices" will soon be hanging no longer. A program was run recently to change invoices at status codes 605, 621 or 631 against final purchase orders to 696 (providing the OFST status is 495), effectively eliminating them from the 'Aged Invoice Report'. Shortly you'll have the capability to do this yourself; we'll keep you posted.

### **MACS-E USER GROUP**

The User Group Meeting date has been changed; the new date is March 29, and will be held in the usual place, the Purchase Bureau's Bid Room.

### **DISCOUNTED INVOICES**

When you have an invoice offering a discount if paid within a particular timeframe, check the scheduled pay date on OPAY. Be aware that the check will not be cut if the scheduled pay date falls on a Saturday, Sunday or holiday. When this occurs, the check will be cut on the next working day and may result in the loss of the discount if the next working day is after the discount period. So once the scheduled pay date is determined, check your calendar. If the date does fall on Saturday, Sunday or a holiday, change it to an earlier date to assure you receive the discount.

## **NJCFS NEWS**

### **OMB WELCOMES ITS NEW ACCOUNTING MANAGER**

As of February, there is a new face in OMB. We are pleased to welcome Kathy Steepy as the new Manager of Accounting operations. Many of you may already know Kathy from the Department of Transportation.

### **AGED OPEN INVOICE REPORT (AN05)**

Beginning with the February month end reports, the Aged Open Invoice Report (receivable) (AN05) has been changed to report open invoice information at the line level instead of the header level.

The new report layout is similar to the previous format but includes additional fields for the accounting distribution. New fields are: budget fiscal year (BD FY), fund (FUND), revenue source (RSRC), balance sheet account (BS ACCT), object (OBJT), and invoice line number (LN).

Please contact Kim Shidlowski at (609) 292-5259 if you have any questions or problems.

### **RELIEVING INVOICES**

Cash Receipt transactions relieving invoices (receivables) from a prior fiscal year are being incorrectly coded with budget fiscal year 1995. As a result of this error, appropriation and revenue records are out of sync for accounts which are linked. When in doubt as to the correct year to cite, agencies should refer to the Open Invoice Header Table (OINH) where the correct budget fiscal year for each invoice can be found.

A system modification is being developed by OTIS to address this problem. The modification will be in the form of an edit

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which will give agencies an error message when the budget fiscal year on the cash receipt document does not match the budget fiscal year on the referenced invoice.

Agency Support staff is correcting the discrepant records in addition to notifying the agencies.

### CROSSING BUDGET FISCAL YEARS - PAYMENTS BETWEEN AGENCIES OR ORGANIZATIONS

Many State Agencies are generating an inordinate number of checks in payment to the "State of New Jersey," to the "Office of the State Treasurer," and to their respective Agencies. These checks are being generated by one Agency or Organization and then deposited by another. In this fashion, the Agency or Organization is able to make a payment to another between budget fiscal years without using the Intra-Governmental Payment Voucher (AV). This is incorrect. The Intra-Governmental Payment Voucher must be used when a prior budget fiscal year account is charged and a current budget fiscal year revenue or expenditure account is credited. The only exception to this rule is when cash must be moved between bank accounts.

**INTRA-GOVERNMENTAL PROCEDURE:**  
The appropriate steps to follow in using the AV to make payments between Agencies or Organizations are:

1. The Agency or Organization must first establish an Intra-Governmental Agency Order (AO) referencing the prior budget fiscal year. If the account referenced is not a continuing appropriation, this AO must have been established prior to the close of the budget fiscal year it references. No vendor code is

entered and the Intra-Governmental indicator, seller agency and fund fields must be completed on the AO.

(Note that OMB has relaxed the edit that formerly did not permit an AO to reference a salary object. Also, all AO transactions must have a fourth-level approval applied by OMB.)

2. An Accounting Bureau Intra-Governmental Payment Voucher (AV) must then be processed against the AO. By coding the current budget fiscal year on the seller side of the transaction and by coding the AO reference codes on the buyer side of the transaction, funds will move between budget fiscal years. On the buyer side, the budget fiscal year is inferred from the AO record referenced.

### **IMPORTANT:**

If the payment between Agencies or Organizations involves two different funds and therefore two different bank accounts, the Intra-Governmental Payment Voucher cannot be used. A U1 or A1 payment voucher must be used to generate a check. This check must then be deposited into the other fund's bank account. OMB monitors all situations where this occurs. Consult Circular Letter 95-08-OMB for a more detailed explanation.

### **RELATED INFORMATION:**

- An enhancement is being made to the Expenditure Modification (EM) transaction which will allow for the correction of expenditure charges between budget fiscal years.

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- The Using Agency Intra-Governmental Payment Voucher (UA) cannot be used to cross budget fiscal years. Both its seller and buyer accounts must reference the same budget fiscal year.

### THRIFT DRUG STORE PAYMENTS

Thrift Drug store #7138, 50 E. State Street, Trenton, NJ 08608 frequently receives checks that are intended for other Thrift Drug stores. Their Vendor Number is 222 098 063 00.

Please make certain the correct location code is selected for the Thrift Drug store that you intend to pay. This will make certain that all parties concerned are satisfied with payments from the State of New Jersey.

### USER GROUP MEETINGS

System users should be receiving pertinent information distributed at the User Group Meetings. At the last User Group Meeting on February 8, information was distributed regarding the budget fiscal year to be used when relieving invoices (receivables). In addition, information concerning the vendor file was also distributed. Please contact your User Group representative for copies of this information if you have not yet received it.

### MISSING TRANSACTION

Circular Letter 95-11 regarding Internal Accounting Controls has one piece of missing information. The transaction listing should contain Revenue Modifications (RM).

### FEDERAL AID INFERENCE TABLE (FAIT)

Effective immediately, agencies no longer have update capability to the Federal Aid Inference Table (FAIT). This table will be a "scan-only" table. When an addition, correction, or deletion is required, a memo must be attached to the FM transaction or be forwarded directly to William Maughan, Treasury, OMB, 33 W. State St., CN 221, Room 357 (FAX number 292-4882). Please direct any questions to Bill Maughan at 609-292-5004 or Toni Pericoloso at 609-633-8195.

### APPROVAL LOG TABLE (ALOG)

Effective immediately, users will be able to scan the Approval Log Table (ALOG) in CFS for transactions approved for their Department.

### HOW TO SCAN FOR A PARTICULAR TRANSACTION ON ALOG:

1. Tab to batch ID and enter the transaction code.
2. Tab to the next field and enter your three digit agency code
3. Tab to the next field to enter the batch number or if there isn't a batch number tab over to document number and enter the transaction code
4. Tab to the next field and enter your three digit agency code
5. Tab to the next field and enter the document number
6. Press enter or return to scan the information for that transaction

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NOTE: It is very important to tab between every field since there are more spaces than required for transaction code, agency code and document number.

If you have any questions regarding this table, please contact Bill Maughan at 609-292-5004 or Consuelo Inovero at 609-633-8192.

## STAFF LISTINGS

Attached are revised staff listings for the Agency Support Unit and the Transaction and Analysis Section.

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## **AGENCY SUPPORT UNIT**

Betty Jane Eddowes, Supervisor

609-292-5040

Any revenue questions regarding cash receipts (CR's, QR's, Q1's), revenue modifications (RM's), invoices (IN's), and assigning of revenue source numbers; as well as questions regarding budgetary transactions (AP's and RB's), should be directed to the appropriate individual listed below. (NOTE: Any questions regarding budgetary transactions for federal funds should be directed to Bill Maughan 609-292-5004 of the Transaction Approval and Analysis section.)

### **Kim Shidlowski**

**609-292-5259**

### **Carleen Burrows**

Departments:

**609-984-5818**

Community Affairs  
Commerce  
Corrections  
Education  
Environmental Protection (4865-4999)  
Labor  
Law and Public Safety  
State

### **Patti Fatatis**

Departments:

**609-984-5207**

Banking  
Health  
Personnel  
Transportation  
Treasury

### **Debbie Johnson**

Departments:

**609-292-3022**

Agriculture  
Chief Executive  
Environmental Protection (4800-4870)  
Human Services  
Insurance  
Military  
Judiciary  
Legislature

Any questions regarding CFS training, user guides and the CFS Newsletter should be directed to the individuals listed below.

Michael Gallagher

609-984-5206

Michele Salamon

609-984-6401

Jim Smith

609-292-8917

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## TRANSACTION AND ANALYSIS SECTION

Harry Fisher, Supervisor 609-984-5220

William Maughan 609-292-5004  
Federal Funds

Below is a listing of people who agency fiscal officers can contact when encountering problems with Agency Orders (AO's) and Transfers (TA's):

Mieko Mansberger 609-292-0057  
Departments  
Environmental Protection  
Labor  
Military & Veterans' Affairs  
Judiciary  
Personnel

Sanjay Thaper 609-292-0064  
Departments  
Community Affairs  
Corrections  
Education  
State  
Banking

Toni Pericoloso 609-633-8195  
Departments  
Commerce  
Heath  
Law & Public Safety  
Public Advocate

Orest Mycyk 609-292-0051  
Departments  
Agriculture  
Insurance  
Transportation  
Treasury  
Human Services

Jessica Bodnar 609-292-8173  
Departments  
Governor's Office  
Legislature  
Miscellaneous Commissions